



Logbook keeping & Report Writing Guidelines



Introduction

- PT report is a key to assess and grade the knowledge students has acquired from the industrial training
- Each PT is a 2 unit course and every student shall submit one report for each PT period
- The reports are divided into two parts
 - Main Report
 - Logbooks



Logbooks

What is a logbook

- Also referred to weekly reports
- It is a systematic daily record of activities, events and occurrences on timely basis
- Generally PT logbooks contains all daily activities, field works done during the PT session



Logbooks

How To Document PT Activities

- Logbooks must be filled on daily basis
- Logbooks can be handwritten or typed and printed
- **Advise:** Keep a notebook, write-in every activity or event learnt everyday, summarise the activities and fill in the logbook daily or weekly



Logbooks

Contents of a Technical Logbook

- Daily Activities
- Details of the main job of the week
- Diagrammatic/schematic presentations of the main job



Logbooks

Sample Logbook

- *Fill the week number (1...8)*
- *The dates – Monday to Friday*
- *Record a summary of daily activities*

WEEK NO.....	FROM.....TO..... (date)
DAY /DATE	ACTIVITY
Monday	
.....	
Tuesday	
.....	
Wednesday	
.....	
Thursday	
.....	
Friday	
.....	



Logbooks

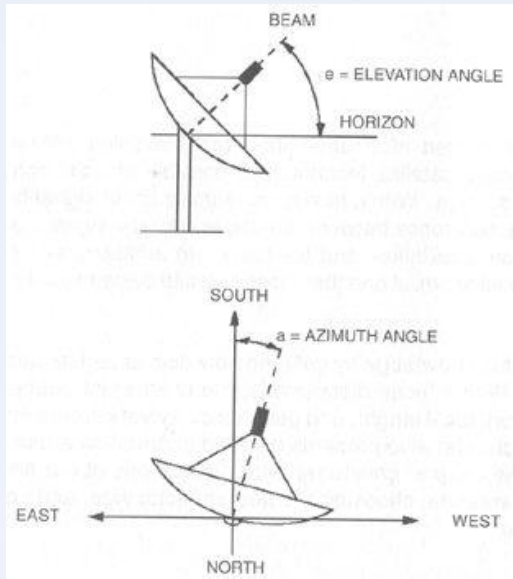
- Diagrammatic presentations
- *Appropriate diagram according to the chosen task*
- *Drawn by Student (you)*
- *Checked by Industrial Supervisor*
- *Signed and officially stamped*

Detailed Diagram of the Main Job					
Drawn by	Name:	Date:	Checked by	Name:	Date:



Logbooks

Sample Diagrammatic presentations





Sample Filled Logbook

WEEK NO:4	FROM: 24/07/2017 TO: 28/07/2017
DAY /DATE	ACTIVITY
Monday 24/07/2017	Observation on how to monitor 2G nodes ,different commands used in checking the alarms and also the opening of the trouble ticket.
Tuesday 25/07/2017	Observation on how 2G (Dar es salaam) node is monitored getting familiar with the BSC's found in Dar and reporting the alarms to the assigned Engineer or the organization concerned.
Wednesday 26/07/2017	Observation on how to monitor 2G (up country) and the BSC's found in up country and reporting the alarms to the assigned Engineer or the organization concerned.
Thursday 27/07/2017	A short summary on how to check if the BTS is carrying traffic How to state TG number of the site and how to know the site name by using the cell ID and how to know the cell ID by using the TG number of the site.
Friday 28/07/2017	A short summary about three different BTS bands that is (900 , 1800 and 777) and their sectors.

UNIVERSITY OF UNIVERSITY
COLLEGE OF INFORMATION AND COMMUNICATION TECHNOLOGIES
DEPARTMENT OF ELECTRONICS AND TELECOMMUNICATION ENGINEERING
PRACTICAL TRAINING LOG – BOOK

STUDENTS NAME:..... REG. NO.....

COMPANY/INSTITUTION: TTEL SOUTH (PUGU).....

WEEK NO.....3.....	FROM.....17/07/2017 TO.....21/07/2017 (date)
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DAY /DATE	ACTIVITY
Monday 17/07/2017	studying on the source of power at the site and their operation
Tuesday 18/07/2017	studying on the Diesel Fuel system and oil system of the Diesel engine generator.
Wednesday 19/07/2017	Measurement of the dc voltage of the star-storage batteries at the site using multimeter
Thursday 20/07/2017	visiting sites checking the oil level of the standby generator
Friday 21/07/2017	studying on the process of conversion of ac to dc



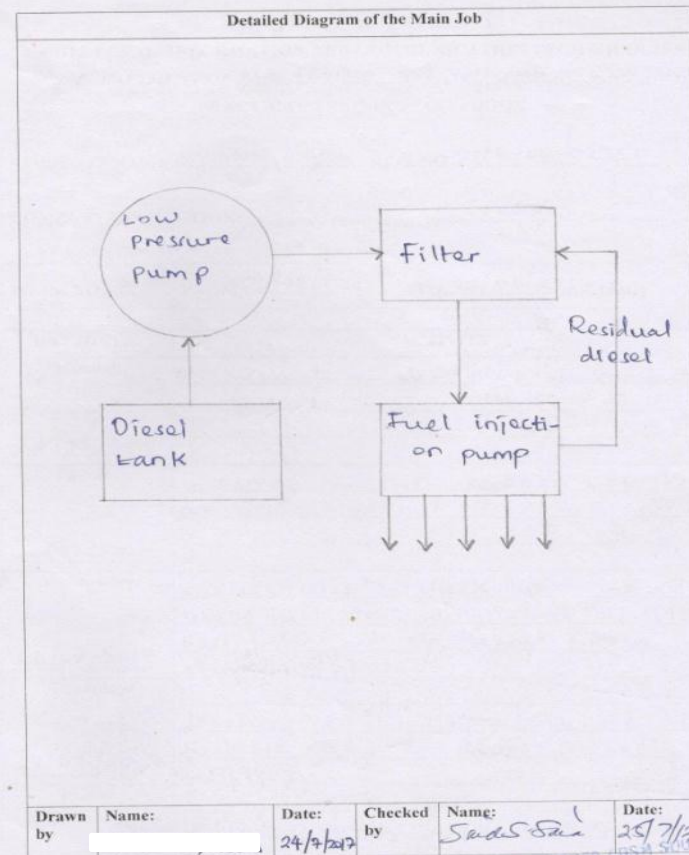
Sample Filled Logbook

Operation: FUEL SUPPLY SYSTEM IN DIESEL ENGINE.	Machinery/ Tools Used
Diesel is pumped from the diesel tank by a low pressure pump. It is passed through a filter. Filtered diesel is supplied to the inlet port of the fuel injection pump. The fuel injection pump automatically pressurizes the diesel to the required level and supplies it to the fuel injector. Fuel injector forces the fuel into the cylinder at the end of the compression stroke, during each cycle of the operation of the engine. Firing it to produce the energy.	Screw drive Generator Set of fixed spanner

Comments from Industrial Supervisor
He is hard working and have good cooperation.

Name: Said S. Said	Signature: [Signature]
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REGIONAL MANAGER / BSA SOUTH
TANZANIA TELECOMMUNICATIONS
COMPANY LTD.
P.O. BOX 40000
DAR. ES. SALAM



Drawn by	Name:	Date:	Checked by	Name:	Date:
		24/7/2017		Said S. Said	25/7/17

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Logbooks

Assessment Criteria

- Content relevance 5%
- Drawing precision and neatness 5%
- Clear description of activities 5%
- Overall neatness 5%



The Main Report

For Students continuing with PT

- The main report should contain two chapters
 - *the company/organisation profile, and*
 - *the main task*
- The two chapters combined should comprise of the standard report required pages
 - i.e. not less than 10 pages and not more than 20 pages of A4
- Company profile contains 20% whilst the main task contains all 40% of overall PT assessment.



The Main Report

For students doing their last PT

- The company/organisation profile chapter should not be included
- The main task report should comprise of the standard report required pages
 - i.e. not less than 10 pages and not more than 20 pages of A4.
- The main task contains all 60% marks of overall PT assessment.

Company/Organisation Profile



Things to be Considered

- Give an introduction of the organization
- Draw an organizational chart/structure
- Write about job descriptions of skilled workers
- Discuss about safety regulations and general welfare
- Discuss about recruitment and training policies

Company/Organisation Profile



Assessment Criteria

- Introduction & Organization chart [5]
- Comments on the practice of safety regulations and general welfare [5]
- Job description based on professionalism [5]
- Outline (description) of recruitment and training policy [5]



The Main Task

- The main task to write report about it will be selected by the student with the assistance of the academic supervisor
- Select a relevant topic among the tasks you have learnt or done
- Your main reference should come from the Company and not from the Internet



The Main Task

Subtopics to be included in the main task

- i. Clearly explain problem identification
- ii. Provide clear description of proposed solution on solving the problem
- iii. Write about justification of the chosen solution
- iv. Draw diagrams or a flow chart of the proposed solution



The Main Task

- v. Discuss and compare alternative solutions for solving the problem or for improvement
- vi. Add description of challenges encountered during PT period
- vii. Write a good conclusion and recommendation
- viii. References – You must reference your work



The Main Task

Assessment Criteria

- Diagrammatic presentation (5)
- Problem identification and assumptions made (5)
- Choice and justification of the chosen solution (5)
- Discussion and comparison of alternative solutions for solving the problem or for improvement (5)
- Functional and technical requirements to implement the solution (5)
- Conclusion and Recommendations (5)
- References (5)
- Neatness and precision of writing and drawing (5)



Plagiarism

- All reports should abide with the guidelines about plagiarism
- Plagiarism includes;
 - Copying someone else's work
 - Borrowing the phrases and clauses from the original source without citing the author
 - Copying or paraphrasing content from the Internet



Report Structure

- **Paper size** : A4, white paper
- **Page Numbering**: Pages should be numbered
- **Text format**: Main report must be typed (logbooks can be handwritten).
Use 1.5 line spacing, font size of 12, Times New Roman font style.
- **Titles and subtitles**: should be numbered and styled in an orderly manner



Report Structure

- **Cover page** – should be uniform
- **Inside Pages** – Include; *Abstract, Acknowledgements , Table of Contents , List of Abbreviations , List of Tables & Figures*
- **Main Report**
 - *Chapter 1 – the Company*
 - *Chapter 2 – Main Task(s)*
- **Logbooks**



Report Submission

- The report should be
- Officially signed and stamped
- Binded – bind the main report and the logbooks together
- Submitted by FRIDAY of the second week of the following academic year
- Submit hardcopy and softcopy to the respective Departmental PT Coordinators



Thank you!